



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 12-6-78	1. Agency Address Department of Human Resources Division of Mental Health & Mental Retardation 47 Trinity Avenue Atlanta, Georgia 30334	Application Number 78-338-78-341	Date Received DEC 14 1978
Application Number DHR 109-112		Date Completed JAN - 5 1979	
2. Person to Contact William McDonald		Working Title RMO	Telephone Number 656-4976
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1960 Latest Present		5. Records Series Title (followed by title used in office, if different) See Attached (DIVISION-WIDE COMMON SCHEDULES)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Mental Health and Mental Retardation administers the programs for mental health-mental retardation and other developmental disabilities; alcohol and drug abuse; and conducts training and research. This Division is also concerned with community mental health and the administration of the state mental hospitals; and rehabilitation and retardation centers State-wide. State Regional Hospitals/Institutions and Medical Centers have the responsibility to provide mental health services for the people in its geographic area of responsibility; to conduct training and education for persons in various mental health disciplines; and to carry out research with the objective of determining the causes and possible cures of mental illness.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: See Attached Included are: File is arranged:			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then, ...

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
		W. J. McDonald	12-6-78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
State Auditor/Designee		Carroll Hart	12-22-78
Secretary of State/Designee			
Attorney General/Designee			
		M. J. Wheel	12-29-78

78-338

Engineering Operation Reporting Files

Documents relating to the process of assembling, analyzing, summarizing and disseminating data concerning the operations and performance of engineering activities within an institution.

Included but not limited to are summarizations of facilities engineering programs, project backlogs, deferred projects, performance reports and similar and related information concerning facility engineering activities.

Files may be arranged chronologically by date or by facility or related arrangement.

78-339

Utilities Maintenance Files

Documents relating to the maintenance of utilities systems and equipment.

Included are reports on water, sewage, electrical refrigeration, air conditioning boilers, warm air furnaces, steam distribution, gas and oil storage and other utility systems or plants.

Files are usually arranged alphabetically by system or plant thereunder chronologically by date.

78-340

Utilities Operating Log Files

Documents relating to operation of utilities.

Included are log records identifying equipment usage, services and similar or related information.

Files are arranged chronologically by date.

78-341

Engineering Project Estimate Files

Documents relating to the preparation, review, and approval of projects for the maintenance, repair, or modification of buildings, grounds, improved areas, or other institution engineering projects.

Included are individual project estimates prepared by institution engineers, requests for approval or projects, papers reflecting approval of projects and related documents.

The file is arranged chronologically by date.

Cut off file at the end of each calendar year; hold in current files area 3 years; transfer to local storage area, hold 2 years; then destroy.

Cut off file at the end of each calendar year; hold in current files area for 2 years; then destroy.

Destroy upon final disposition of related equipment and machinery.

Earlier destruction is authorized for those logs which have no enduring reference value.

Destroy 3 years after completion or disapproval of project or on discontinuance as applicable.